



Indiana Department of Education

SUPPORTING STUDENT SUCCESS

MEMORANDUM

TO: Superintendents and Principals of Regularly Accredited Schools

FROM: Gary Wallyn, Director - Office of Accreditation and Awards

SUBJECT: Submittal of School Improvement Plans and DOE-RR

DATE: April 11, 2008

[IC 20-31-5](#); [511 IAC 6.1-1](#); and [511 IAC 6.2-3-1](#) outline the requirements for the approval and annual review of the strategic and continuous school improvement and achievement plan. In addition, [IC 20-20-31-15](#) requires that, "A school shall report to the Department concerning the use of [professional development] grants received under this chapter." The following information outlines the procedures for submittal of the required information concerning the school improvement process.

The **2007-08 DOE-RR** (Revise and Review) form can be accessed at the [DOE Online](https://dc.doe.state.in.us/DOEOnline/Main.aspx?pageid=188):
<https://dc.doe.state.in.us/DOEOnline/Main.aspx?pageid=188>

Your School ID and Pin will be required to access the **DOE-RR**.

Directions for Completing the 2007-08 DOE-RR:

- Fill out the form based on changes to your improvement plan from the **2007-08** school year.
- This year, all accredited Indiana schools must submit an electronic copy of their updated school improvement plan in addition to completing the **DOE-RR**.
- Click on the blue link on the first page entitled: **Click here to create an email to the DOE and attach your School Improvement Plan**. Do not change the address of the e-mail. Attach the electronic copy of your plan to the e-mail by clicking on the "Paper Clip" icon and inserting your plan from your computer files. The DOE will accept files in either:
 - **Acrobat/PDF** (Files with a "pdf" extension)
 - **Microsoft Word** (files with a "doc" extension)
- You will have a choice of whether to start with a blank **DOE-RR** or pre-populate narrative sections of the **DOE-RR** with the information you submitted in 2006-07. If you choose to pre-populate the form, please complete **all** sections of the form, erase old information that no longer is applicable and insert (cut and paste) your new information.
- All "Yes" or "No" questions are defaulted to "No." If you have changed that section of the plan from last year, please change the "No" to "Yes." The description of the change in the plan is not required this year.
- There are opportunities within the form to share unique practices in various areas. If you entered a unique practice from last year that is still showing success, please keep it listed so that we may share it with other schools.

- **VII. Specific areas where improvement is needed immediately (IC 20-31-5-4(e);511 IAC 6.2-3-1(d))** If you have areas of concern that you have identified as needing immediate improvement, list them below. **If your school did not make AYP**, you must complete this section by identifying how your school intends to immediately improve the performance of each individual student group and subject area identified as not making **AYP**. List each student group and subject area not making AYP and how you plan to address the concern. If your school did not make **AYP** in ISTEP participation, attendance or graduation rate, you must address how you will increase any indicator for which you did not meet the target. If you have previously addressed some or all of the concerns within section **VI. Student achievement goals/objectives** of the **DOE-RR**, reference the **specific** goals and strategies by number. (Example: Goal #2 – Strategies 2-5)
- If you received professional development grant funds in 2007-08, you must report how the funds were expended and the dollar amount. A copy of your “**2007-08 Professional Development Grant (PDG)**” application has been included within the **DOE-RR** as a reference guide in completing the expenditure section. Refer to the section within your PDG application entitled “Funding Reasons” to complete the expenditure section. Similar expenditures can be combined as a single line item.
- After the form is completed and submitted to the DOE, you will receive a confirmation e-mail that it has been received, but not yet reviewed and approved. You will receive a second e-mail when your **DOE-RR** has been reviewed and approved.
- After successfully completing and submitting the **DOE-RR**, you will be asked if you are interested in applying for **2008-09** professional development funds. If you are interested in funds you will have a choice of proceeding directly to the **2008-09 Professional Development Grant Application** or copying a access link to complete the application at a later date. If you are not interested in professional development funds for the 2008-09 school and answer no, your school will be removed from the grant list.

SIGNATURE PAGES ARE A REQUIRED COMPONENT OF THE PROCESS.

- The school **principal** must submit a [School Level Assurance Form](#) verifying that the professional development program complies with the Indiana State Board’s core principles for professional development and was developed by the committee that develops the school’s strategic and continuous improvement and achievement plan. (IC 20-20-31-5)
- The corporation **superintendent** must submit a [Corporation Level Assurance Form](#) verifying that the individual professional development plans for all schools within the corporation align with the overall corporation’s objectives, goals and expectations. (IC 20-20-31-6)
- The **exclusive representative(s)** must demonstrate support for the professional development program by signing **either** the corporation level assurance form that would be verification for all schools in the corporation **OR** can sign each individual school assurance form.
 - Mail assurance forms to: **Accreditation Assurance Forms**
Office of Accreditation and Awards
Indiana Department of Education
101 West Ohio Street, Suite 300
Indianapolis, IN 46204

The deadline for submittal of the DOE-RR(online), School Improvement Plan(e-mail), School Level Assurance Form (mail) and Corporation Assurance Form (mail) to the Office of Accreditation and Awards is June 30, 2008. If you have any questions concerning this process, you may contact our division staff at: doerr@doe.state.in.us or call 317-232-9060 or 800-894-4044.